

9 August 1961

MEMORANDUM FOR: Chief, Analysis Branch

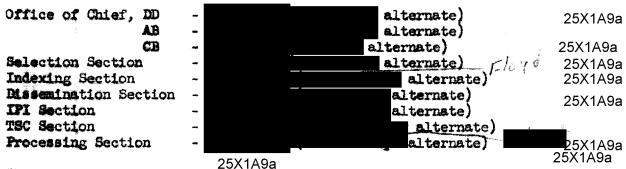
Chief, Control Branch

SUBJECT

: Move to New Building

25X1A9a

The following will be responsible for moving the sections indicated 25X1A9a alternate) will coordinate the move as appropriate to insure that it is carried out according to plan:



- 2. The plan is as follows:
 - 9 August

Each of above will receive a copy of the floor plan for

his area showing furniture arrangement, telephones.

electric outlets, etc.

25X1A9a

10 August

Each section head will advise

of the following:

- a. Desk assignments (dasks will be in place in new bldg.)
- b. Telephone assignments
- c. Suggestions for partition placements

18 August

- a. Electric outlets
- b. Placement of tables and files
- c. Number of boxes for classified and unclassified material needed.

11 September (Estimate)

Each section will receive boxes needed for move and will mark all equipment, etc. for move. Also list of employees and their stations during move will be furnished.

15 September (Estimate)

- 1. All loose material will be packed in boxes and the boxes will be appropriately labelled.
- 2. Employees will be instructed where and when to report during move.

25X1A9a

Chief, Document Division